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## User Guide for NEBOSH Process Safety Management Online Training

## 1. Starting to Training

After you login to the e-learning web site, you can reach to the Nebosh PSM training by clicking to the title of the training.

ntss	5		Safety First*
Dashboard Training	Courses ▼ My courses ▼ English (en) ▼		Search Q
•		Ø Main menu	Since 2008, we have been providing
My courses	SM	5ite news Hesap oluşturmak için To create an account	Occupational Health and Safety and Environmental Consultancy, Site Preparation and Training Services to our customers in order to protect
ntss	The NEBOSH HSE Certificate in Process Safety Management is designed to cover a range of issues	A Navigation	human health and safety and eliminate, if possible, or reduce their
	affecting process industries. Key topics covered by this qualification include: Establishment of process management systems Asset management and maintenance strategies	Home Dashboard Site pages My courses	risks that may lead to reputation or financial lost, to the reasonable lowest level by our team that have cross- country experience on international and national projects in many sectors
	Sate start up and shutdown of procees plant		

### 2. Announcements

You can reach to announcements under this **Announcements topic**.

ntss			Safet	y First*
Dashboard Training Courses • My courses • English (er	) -		Search	۹
Announcements	Your progress (?)	Reach NTSS SS Academy nya Ticaret Merkezi, Tahran	Cad.	Go Ced search @
user guide for NEBOSH PSM Online Training	L. No.	20		



Resolutions to problems raised by Candidates are issued under this topic. For example, **Training module can't be accessible due to flash problem on Chrome** is issued under this topic.

11133					
Dashboard Training Courses -	My courses 👻 English (en) '			Search	٩
Home > NEBOSH > PSM > General > Annou	ncements		3	Sear	ch forums
Announcements General news and announcements				Home Dashboard Site pages	
Discussion	Started by	Replies	Last post	▼ Current course	
Flash problem on Chrome	NTSS Admin	0	NTSS Admin 🗹 Sun, 24 Feb 2019, 6:36 PM	PSM     Participants     General     Announcemer     My courses	its

### 3. User Guide

User guide for this training to candidates of NTSS are accessible from this section. We advise you to read these document very carefully.

ntss		Safety First	2
Da hboard Training Courses * My courses * English (e	n) *	Search	Q
Home > NEBOSH > PSM	Your progress ⑦ <b>1</b> Reach NTSS	E Search forums	
React your trainer	Dünya Ticaret Merkezi, Tahi No:30	an Cad. Advanced searc	Go h (?)
React your trainer User guide for NEBOSH PSM Online Training Procedures, Policies and Forms	Dünya Ticaret Merkezi, Tahı No:30 Kat:8 811-C Kavaklıdere	an Cad. Advanced searc	Go h ⑦ sments E Z



User Guide for NEBOSH Process Safety Management

**Online Training** 

## 4. Quality documentations of NTSS and NEBOSH

You can reach to quality documentations of NTSS and NEBOSH from this topic. We advise you to download and read these documents carefully, because access to the e-learning platform is 6 month from you registration date.

Home DNEBOSH* P5M         Your progress (?)         Announcement:         Announcement:         Reach NTSS         Reach your traine         Procedures, Polities and Forms         Ntts - Equal Opportunity Policy 422/88 P0F belgesi         Ntts S Student Complaint and Appeal Procedure 452/8 P0F belgesi         Ntts S Student Complaint and Appeal Procedure 452/8 P0F belgesi         Ntts S Student Complaint and Appeal Procedure ascess potheligesi	
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Image: Proceedures, Point es and Forms     Kats 811-C Kavakildere       Image: I	Go
NTSS - Equal Opportunity Policy #32.9KB PDF beigesi     Cankaya 06700 Ankara, Turkey     Flash problem on     State Complaint and Appeal Procedure #62KB PDF beigesi     NTSS Student Complaint and Appeal Procedure #62KB PDF beigesi     NTSS Student Complaint and Appeal Procedure #62KB PDF beigesi     NTSS Student Complaint and Appeal Procedure #62KB PDF beigesi     NTSS Student Complaint and Appeal Procedure #62KB PDF beigesi	ouncements 🖃 🗉
NTSE Student Complaint and Appeal form serve and kalend	Chrome
INTS     HSE Policy 470.6K8 P0F belgesi     Image: State of the state of t	
NTS: Data Protection Policy 514.2K8 PDF begesi	

### 5. NEBOSH PSM Training Agreement

Before you start to NEBOSH IGC online training, you have to download the **NEBOSH PSM Training Agreement** then reload back after sign and scan it. Training modules won't be started unless this step is completed.

NEBOSH Training Agreement	(last 5 minutes)	Go to calendar
Download NBOSH PSM Training Agreement 171.3KB POF belgest     Upload signed NEBOSH PSM Training Agreement	Avigation	New event
Not available unless: The stivity Download NEBOSH PSM Training Agreement is marked complete	Home Dashboard Site pages	Recent activity     Activity since Sunday, 3 March 2019,
Course Syllabus and Study Guides	<ul> <li>Current course</li> <li>PSM</li> </ul>	8:21 PM Full report of recent activity
Download Course Syllabus and Study Guides Course Syllabus 1.2MB PDF balgeri	<ul> <li>Participants</li> <li>My courses</li> </ul>	No recent activity
Not available unless: The activity <b>Upload signed NEBOSH PSM Training Agreement</b> is marked complete	-	
NEBOSH HSE Certificate in Process Safety Management Course Book is provided to re- user by e-mail after received from NEBOSH on behalf of candidate. This Course Book is copyrighted training material by NEBOSH and no part of this manual can be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods.	No messages waiting	
The book contains activities, examples/case studies, 'thought provokers' and gives definitions for key process safety management terminology; these help to illustrate the relevant area of the syllabus being covered. It can be used as part of your studies during a taught course or as a study aid for e-learning, distance learning and revision sessions.	Administration     Course administration     Grades	
The information is also valuable as a reference source for those putting process safety management principles in to practice at work. For example the book provides information on	한 Competencies	

After you signed and scanned the agreement, please Upload it back by clicking Upload Signed NEBOSH PSM Training Agreement link.



Please click to Add submission button to upload the signed agreement.

Jpload signed N	NEBOSH PSM Training Agreement	Home a Dashboard
ttempt number	This is attempt 1.	Site pages     Current course     PSM
ubmission status	No attempt	Participants
Frading status	Not graded	NEBOSH Training Agreement
ast modified	*	PSM Training
ubmission comments	Comments (0)	Agreement
	Add submission	My courses
	Add submission	

After you drag and drop the signed agreement into the field below, click to **Save changes** button to complete the process.

Upload signed NEBOSH P	SM Training /	Agreement	E	Navigation	
File submissions		Maximum size for new files of	MB, meximum attachments: 1	Iome  Data Site pages  Current course  PSM  Participants  NEBOSH Training Agement  My courses	reement EBOSH
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# User Guide for NEBOSH Process Safety Management

**Online Training** 

Once uploading is completed, please click to **PSM** under **My courses** to go back the training main page.

ntss		Safety First	2
Dashboard Training Course	es ◆ My courses ◆ Finglish (en) ◆	Search	۹
Home > NEBOSH > PSM > NEBOSH *	Train PSM ed NEBOSH PSM Training Agreement		
		I ale the star	- <
Upload signed N	NEBOSH PSM Training Agreement	Navigation	
Upload signed N Submission status	NEBOSH PSM Training Agreement	Home Dashboard Site pages	
Upload signed N Submission status	This is attempt 1.	Home = Dashboard > Site pages ~ Current course ~ PSM	
Upload signed N Submission status Attempt number Submission status	This is attempt 1. Submitted for grading	Home = Dashboard > Site pages Current course = PSM > Participants	
Upload signed N Submission status Attempt number Submission status Grading status	This is attempt 1. Submitted for grading Not graded	Home = Dashboard > Site pages Current course * PSM > Participants * NEBOSH Training.	Agreement
Upload signed N Submission status Attempt number Submission status Grading status Last modified	This is attempt 1. Submitted for grading Not graded Tuesday, 5 March 2019, 8:42 PM	Home = Dashboard > Site pages Current course PSM > Participants NEBOSH Training Dipload signed PSM Training	Agreement I NEBOSH
Jpload signed N Submission status Submission status Grading status Last modified File submissions	This is attempt 1.         Submitted for grading         Not graded         Tuesday, 5 March 2019, 8:42 PM         Image: PR02-F08 NEBOSH PSM	Home = Dashboard > Site pages Current course = PSM > Participants = VEBOSH Training Agreement > My courses	Agreement I <b>NEBOSH</b>

To continue to the next steps, tick box shown below must be seen as marked. This process is performed automatically once you upload your agreement. If it is not marked, uploading process might failed and try again or refresh the page or try to mark by clicking to tick box.

NEBOSH Training Agreement	(last 5 minutes)	Go to calendar
Download NEBOSH PSM Training Agreement 171.3KB PDF belgesi         Image: Comparison of the segment           Upload signed NEBOSH PSM Training Agreement         Image: Comparison of the segment	A Navigation	New event
La companya da	Home	Recent activity
Course Syllabus and Study Guides	<ul> <li>Site pages</li> </ul>	Activity since Sunday, 3 March 2019,
Download Course Syllabus and Study Guides	<ul> <li>Current course</li> </ul>	8:43 PM
Course Syllabus 1.2MB PDF belgesi	▼ PSM	Full report of recent activity
NEBOSH HSE Certificate in Process Safety Management Course Book is provided to register user by e-mail after received from NEBOSH on behalf of candidate. This Course Book is copyrighted training material by NEBOSH and no part of this manual can be reproduced,	<ul> <li>Participants</li> <li>My courses</li> </ul>	ASSIGNMENTS SUBMITTED: 5 Mar, 20:42
distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods.	Messages	Safety First Upload signed NEBOSH PSM Training
The book contains activities, examples/case studies, 'thought provokers' and gives definitions for key process safety management terminology; these help to illustrate the relevant area of the syllabus being covered. It can be used as part of your studies during a taught course or as a study aid for e-learning, distance learning and revision sessions.	No messages waiting Messages	Agreement
The information is also valuable as a reference source for those putting process safety management principles in to practice at work. For example the book provides information on	Administration	
types of start-up and shut-down processes which are used in the process industries.	<ul> <li>Course administration</li> </ul>	4



### 6. Course Syllabus and Study Guides

Information about latest version of the course syllabus issued by NEBOSH can be downloaded from under **Course Syllabus and Study Guides** topic.

NEBOSH Training Agreement	(last 5 minutes)	There are no upcoming events Go to calendar
Image: Second State         Image: Second State	Avigation	 New event
Course Syllabus and Study Guides Download Course Syllabus and Study Guides Course Syllabus 1:2ME PDF belgeal DEBOSH HSE Certificate in Process Safety Management Course Book is provided to register user by e-mail after received from NEBOSH on behalf of candidate. This Course Book is copyrighted training material by NEBOSH and no part of this manual can be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods. The book contains activities, examples/case studies, thought provokers' and gives definitions for key process safety management terminology; these help to illustrate the relevant area of the syllabus being covered. It can be used as part of your studies during a taught course or as a	Home = Dashboard > Site pages Current course <b>PSM</b> > Participants > My courses Messages No messages waiting Messages	 Recent activity     Activity since Sunday, 3 March 2019,     B:43 PM     Full report of recent activity     ASSIGNMENTS SUBMITTED:     5 Mar, 20:42     Safety First     Upload signed NEBOSH PSM Training     Agreement
study aid for e-learning, distance learning and revision sessions. The information is also valuable as a reference source for those putting process safety management principles in to practice at work. For example the book provides information on types of start-up and shut-down processes which are used in the process industries.	Administration     Course administration	4

How you obtain NEBOSH HSE Certificate in Process Safety Management Course Book is explained under this topic.

### 7. PSM interactive study

There are 4 elements to be completed under PSM interactive study section. Each element can be accessible once previous one completed.

	2) competences		
PSM			
NEBOSH / HSE Certificate in Process Safety Management			
Element 1			-
PROCESS SAFETY LEADERSHIP			
Element 2			
MANAGEMENT OF PROCESS RISK Not available unless: The activity <b>PROCESS SAFETY LESSERSHIP</b> is marked complete			
Element 3			64
PROCESS SAFETY HAZARD CONKOL Not available unless: The activity <b>MANAGEMENT OF PROCESS RISK</b> is marked complete			
Element		C C	

A **tick** sign in the box next to an element name will be appeared automatically when you have completed the element.



One you click on the **Element**, following page will be opened.

ntss	Safety First*
Dashboard Training Courses • My courses • English (en) •	Search Q
nome > NEBOSH > PSM > PSM > PROCESS SAFETY LEADERSHIP	
PROCESS SAFETY LEADERSHIP	📥 Navigation 🖂
Number of attempts allowed: Unlimited	Home
Number of attempts you have made: 0	Dashboard     Site pages
Grading method: Highest attempt	<ul> <li>Current course</li> </ul>
Grade reported: None	▼ PSM
	Participants
Enter	▼ PSM
	LEADERSHIP

Once you click to **Enter** button, a new web page will be open up. After a few second, element presentation will be appeared as shown below.



In the every slide there is slide timer which prevents you skip to next slide without reading the present slide. Slides are not automatically changed. You have to click to Next button to go next slide.



You can go previous slide by clicking to **PREV** button, also you can go previous slides by selecting from **Menu.** You can go to just watched slides via Menu.

	tss	NEBOSH HSE PSM Element 1 v1		
		Element 1: Process safety lea	dersnip	
		1.1 Process safety management meaning.		
+ 1. NEBOSH	HSE PSM Element 1 v1	1.2 Process safety leadership.		
1.1 N		1.3 Organisational learning.		
1.3 Learni		1.4 Management of change.		
1.4 Eleme leadership	ent 1: Process safety	1.5 Worker engagement.		
1.5 Group	discussion			
1.6 Persor	nal safety vs process safety	1.6 Competence.		
1.7 Eleme Leadershij	nt 1: Process Safety p			
1.8 Hazar leadership	d and risk awareness of o teams		- C ( prev next )	

Also you can reload the present slide by clicking to **repeating** button.



#### Notes

Sometimes you will see some notes at the right side of the slides. Please read them carefully



### **Youtube Films**

There are short film links in the slides, you need to click on them to watch it. Please watch them carefully without skipping.





### **Completing Module**

When you complete the module, you have to close the screen by closing page from **x button** top right of the pop up screen.



### **Resuming Element**

If you close Element screen before you completed, you can continue to Element where you left off later. When you restart Element, you will see following screen. If you click to Resume button, course will be resumed but if you click to Restart button it will be started from beginning.





### 8. Live Discussion

Live discussion to communicate with other colleagues to share knowledge in the course page shown below.





## 9. About Course Provider

The course provider and contact information can be reached from this topic.

	Live discussion
	NEBOSH SM group chat room
	REBCEH PSM group chat room
	About training course provider
	Information and ut training course provider
(	About NTSS
	How to contact us
· · · · ·	
	Exam information
	Exam information
	NEBOSH / HSE Certificate in Process Safety Management exam dates
	Examination contacts
	liseful Links
	USEIGI LIIKS
	Useful Links
Sector 1	Ta Student Terms and Conditions





#### **10.** Exam Information

NEBOSH PSM exams are face-to-face (not online) multiple choice exam. Information about the exam can be found under this topic.





### 11. Useful Links

You can find the documents published on NEBOSH's own web site.





## 12. Delegate Feedback

After course completion you are required to share your feedback about us. Please download the **NEBOSH Online Training Delegate Feedback Form** and **upload** it back when you fill in.

Useful Links	
Useful Links	
Student Terms and Conditions	
Reasonable Adjustments	
Enquiries About Results (EARs)	
Delegate Feedback	
After course completion you are required to share, our feedback about us.	
Please download the ITSS Online Training Dategate Feedback Form' form and upload it	
back when you fill in.	
Developed NEDOSU Colling Fraining Delegate Foodback Form as using the survey	
Not available unless; The activity FIRE AND EXPLOSION PROTECTION is marked	
complete	
Upload NEBOH Online Training Delegate Feedback Form after fill in	